



**SABPP POLICY ON CONTINUING  
PROFESSIONAL DEVELOPMENT (CPD)  
FOR REGISTERED SABPP MEMBERS**

2017

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## **1. SAQA RECOGNISED PROFESSIONAL BODY REQUIREMENTS**

The SABPP is recognised by the South African Qualifications Authority (SAQA) with delegated authority to confer the registered set of professional designations on qualified people within the HR field. SAQA requires all professional bodies to have an effective system of CPD to maintain professional knowledge and standards of practice for the protection of the public.

## **2. BACKGROUND**

The requirement for professionals to keep their knowledge up to date and relevant is a hallmark of all recognised professions. It is one of the SAQA requirements to recognise a professional body. In today's world of work, the knowledge and skills acquired through one's original education and training are rapidly overtaken by developments such as new legislation, new ideas and new challenges which arise continuously. We must adapt and acquire new knowledge and skills to fit changing demands. An out of date practitioner cannot be a competent practitioner. Professionalism involves a personal commitment to career-long learning, otherwise termed "continuing professional development" with the acronym CPD.

In 2007, the SABPP adopted a CPD policy and piloted it through an electronic system. Each practitioner was expected to compile an annual CPD plan and report on achievements half yearly. A review of the pilot showed that the use of the electronic system was problematic and therefore the further implementation of the policy was put on hold. Further research into CPD requirements and practices in other professions was conducted.

Since then, the SABPP National HR Competency Model (refer to Appendix 1 page 8) has been developed and launched, this provides the solid and detailed foundation against which practitioners can measure themselves and plan their development.

### **3. GOAL of CPD**

The goals of CPD are to facilitate a culture of lifelong learning amongst members of the HR Profession, create learning opportunities and to sustain and grow professionalism and the body of knowledge of the profession.

### **4. PRINCIPLES**

The CPD Policy is based on the following principles:

- An understanding among practitioners of the importance of continued professional development is critical to the promotion of HR professionalism in South Africa.
- There is an ethical obligation on HR Practitioners to regularly enhance their professional competence through CPD, as stated in the SABPP code of ethics. Failure to do so will result in professional sanction.
- CPD should complement and update, but not replace, knowledge and skills gained through initial education in HR practices.
- CPD is based on the SABPP HR Competency Model.
- CPD is based on a three (3) year cycle from the date of registration.
- CPD should eventually be part of the professional accreditation process and career development.
- CPD seeks to encourage on-going learning and skill development, in the interests of keeping HR relevant as a profession. While it does not exclude formal education, it also includes other learning processes, including, for example, job-based learning, skill development programmes, seminars, conventions and professional body functions, reading, researching and writing journal and other articles, lecturing and speaking engagements, mentoring and being mentored.
- SABPP recognises, in principle, the standing of the designation of members who are registered also with other SAQA recognised professional bodies, provided that SABPP requirements are met.
- HR professional development must be based on actual practice in the work environment.
- SABPP will guide professional development and recommend learning activities that support development against the SABPP HRM System Model, HRM Standard, Professional Practice Standards, HR Competency Model and current HR priorities.

### **5. GOVERNANCE OF THIS POLICY**

The SABPP CPD Committee is responsible to review and update this Policy from time to time; to resolve any disputes arising out of the Policy; and to receive and review reports on the implementation of the Policy.

## 6. SABPP CPD REQUIREMENTS.

SABPP members **will earn 1 CPD point for every 1 (notional) hour** of learning.

The learning requirements are as follows:

SABPP Professional registration level	Minimum hours of learning in any three (3) year rolling cycle	Minimum hours of learning in each year	Minimum Verifiable per annum
HR Professional, Chartered HR Professional, Master HR Professional	120 HOURS	20 HOURS	10 HOURS
HR Associate	80 HOURS	16 HOURS	8 HOURS
HR Technician	60 HOURS	12 HOURS	6 HOURS
<b>Percentage</b>	<i>70% Verifiable</i>	<i>30% Non- Verifiable</i>	<i>50% per annum</i>

At least **seventy percent** of the above hours (points) must be verifiable in accordance with the requirements below.

At least 4 points per annum must be earned from Ethics development. The SABPP Ethics in HRM workshop series provides 8 points per workshop (there are 3 in the series) if the post-workshop assignment is completed.

New SABPP members should attend an Ethics in HRM workshop preferably in the first year and within the first 3 years of their registration.

Members who register with SABPP during a year (January to December) should accumulate a pro-rata number of CPD points for that year.

Members who upgrade to a category that requires more CPD points should accumulate pro-rata to the time spent in the two categories over the year of upgrade.

Members who have had a lapse in membership and re-register will start afresh with their CPD accumulation.

Members may request, in advance and in writing, a condonation of:

- Carry-over of excess points where, for example, an academic study will terminate the following year but has resulted in an accumulation to date of many excess points. Such carry-over may only be in terms of the minimum annual points, not the 3 year cycle minimum points.

- Failure to meet the minimum requirements in a year due to illness or family circumstances.

The decision of the CPD committee on each condonation application will be conveyed in writing to the member and stored in the member's record on the MIS.

## 7. CDP RECOGNITION:

CPD claims may be based on verifiable and/or non-verifiable evidence. These two categories are explained further below, but briefly, verifiable evidence involves some paper work such as a certificate, attendance register, publications and so on, while non-verifiable involves informal learning activities such as reading, watching videos or TV programmes.

CPD activities can take a variety of forms, both formal and informal. Some of these can be recorded and are verifiable – for example, a report on an HR project conducted in-house would be verifiable information. Others would be hard or would take a lot of effort to record – such as time spent reading a professional journal or listening to a financial/economics programme on the car radio. So, an estimate of time spent on this is acceptable, but for the Portfolio of Evidence, the member will still need to show what competency gap is addressed by doing this and what has been achieved.

Note: All CPD records must be captured **ON LINE (ONEZONE – SABPP Member Information System)** under member “Professional Development” tab.

### 7.1. VERIFIABLE CPD INCLUDES: 70%

#### 7.1.1 Individual Development Plan

Good development practice entails assessing gaps against a performance standard and then planning to fill those gaps. Therefore, the SABPP CPD policy encourages the **preparation of an Individual Development Plan by awarding 2 CPD point** simply for having a plan, no matter what format that Plan takes.

Members are encouraged to assess their performance **gaps against the HR Competency Model – this will earn 2 CPD points.**

Submission of an **individual development plan = 1 CPD Point**. This would include a plan developed in terms of the member's employers' IDP procedures and/or a personal format.

The plan does not have to be submitted up front to the SABPP but should form the first section of the evidence file that each member should put together (see clause 8 below).

### 7.1.2 Structured Learning

- Workshops / summits /events/ seminars / conferences. These may be on HR related topics or topics related to business knowledge, including employer-provided events.
- Web-based learning/training.

Note: 1 additional CPD point will be awarded on top of the points earned per hour of training where the course/workshop/event **has been approved for CPD** purposes by the LQA department of the **SABPP** and has thus been quality assured.

### 7.1.3 Further qualifications: Diploma / Degree / Honours / Masters / Doctorate; post-graduate Diploma. – **CAP at 40 points per annum**

### 7.1.4 HR technical/professional meetings attended.

### 7.1.5 Research, writing and other academic activities

- HR related articles published.
- Formal research.
- Benchmarking studies conducted, with a report written.
- Study leader / supervision of post-graduate students.

### 7.1.6 Learning through work

- In-house presentations and/or contribution to HR function meetings.
- Developing new systems or processes.

### 7.1.7 Informal learning - is the unofficial, unscheduled, impromptu way most of us learn to do our jobs.

- Being mentored and/or coached.
- Discussion groups (virtual or face to face, for example, social media LinkedIn discussions or professional meetings).
- Reading SABPP Voice – 1 Point (**CAP 4 Points p.a.**)
- Reading Fact Sheet – 2 Points (**CAP 8 Points p.a.**)

### 7.1.8 Giving back to the profession

- SABPP Committee work (including preparation of board meetings).
- Mentoring and/or Candidate supervision.
- SABPP voluntary work such as making presentations.

When evaluating how many hours to claim, members should consider the amount of learning (value and contribution to competence) gained from the learning activity rather than just calculating the hours spent on the activity as a measure. This is left up to the member's judgment.

CPD points earned through verifiable learning recognised by a professional body with whom the SABPP has a Memorandum of Agreement on reciprocity of CPD will be fully recognised by the SABPP for the purposes of this Policy.

## **7.2 NON-VERIFIABLE CPD INCLUDES: 30%**

- Reading business newspapers, professional journals and articles.
- Watching DVDs related to HR matters.
- On-the-job training.
- Watching relevant television programmes or listening to radio talks.

## **8. CPD REPORTS:**

Each member should start a file (**CPD Evidence File** abbreviated hereafter as **CEF**) in which to keep items such as CPD certificates from events, agenda's/minutes of meetings attended, mentoring meeting notes and similar documents. The CEF should be structured to relate CPD activities to the HR Competency Model. SABPP has an electronic system for members (**ONEZONE – SABPP Member Information System**) to keep their CEF and track their activity. Use of this system will be mandatory.

At the end of each year the member will send in a CPD claim form (Annexure 2) to an email address [CPDAudit@sabpp.co.za](mailto:CPDAudit@sabpp.co.za) which lists the hours under the headings above and ends with a declaration that the claim is based on true facts and that the detail is recorded in the CEF which is available for audit. The claims will be stored in the SABPP Member Information System. The electronic system to be provided by the SABPP will allow for automatic submission of the annual claim.

The annual CPD claim should be submitted together with the proof of payment of the membership renewal. This effectively means that CPD claims will be submitted from the period of your annual membership registration month each year. Members who have not submitted a claim will be followed up from February onwards.

## **9. VERIFICATION**

The CPD Committee will, on a bi-annual basis, randomly select a sample of members for CPD verification. All uploaded information will only be viewed by CPD Committee members. Should the claim not be substantiated with relevant evidence, the onus is on the member to then provide relevant proof. Members should keep a log of all verifiable and non-verifiable development, and proof thereof. The dedicated CPD Committee members will be the dedicated auditor who will

evaluate the CEF and write a report, one copy of which will go to the member and one copy will remain in the SABPP office for SAQA audit purposes and for compilation of an annual report to the Board.

## **10. DISPUTES OVER ACCEPTANCE OF EVIDENCE**

Where an auditor finds that the CEF does not contain acceptable evidence of compliance with this Policy, the auditor will report accordingly to the moderator (usually the Head of the SABPP LQA or his delegate), who will contact the member and give him or her, a reasonable opportunity to remedy the CEF. Where this has not been done to the moderator's satisfaction, the moderator will report to the CPD Committee who will attempt to resolve the dispute by any reasonable means in line with the spirit of the SABPP's Ethics Complaints Procedure.

## **11. IMPLEMENTATION**

This Policy shall take effect from 1<sup>st</sup> January 2017. Members will be encouraged to open their CEF and submit CPD claims from January-December 2016. Those members who have submitted their claims for this cycle will be automatically given maximum 9-15 points for the new three (3) cycle commencing 2017.

From January 2017, SABPP have implemented an ONLINE Member Information System, every member is obliged to capture all there CPD Claims on-line.

Thus, all members renewing their registration from October 2017 onwards for the 2018 year, must submit a CPD claim showing CPD activity over at least the previous 12 months.

## **12. CONSEQUENCES OF FAILURE TO ADHERE TO THE CPD REQUIREMENTS**

### **12.1 FAILURE TO SUBMIT CLAIMS BY DEADLINE:**

1st offender – R250 fine after 1 month's grace.

Repeat offender (failure to respond to requests) – R500 fine after 3 months grace.

Defaulter (failure to respond for full year) – referred to Professional Registration Committee for decision. Options include: removal from the NLRD until the CPD requirement is met; or downgrading by one level or, for HR Technicians, a suspension of one year.

### **12.2 FAILURE TO SUBMIT EVIDENCE FILE WHEN REQUESTED**

1st offender – R250 fine after 1 month's grace

Repeat offender (failure to respond to requests) – R500 fine after 3 months grace

Defaulter (failure to respond for full year) – referred to Professional Registration Committee for decision. Options include: removal from the NLRD until the CPD requirement is met; or downgrading by one level or, for HR Technicians, a suspension of one year.

### **12.3 NEGATIVE AUDIT REPORT ON EVIDENCE FILE**

Referral to dispute resolution process through the CPD Committee. This process will be in terms of the SABPP Complaints Procedure.

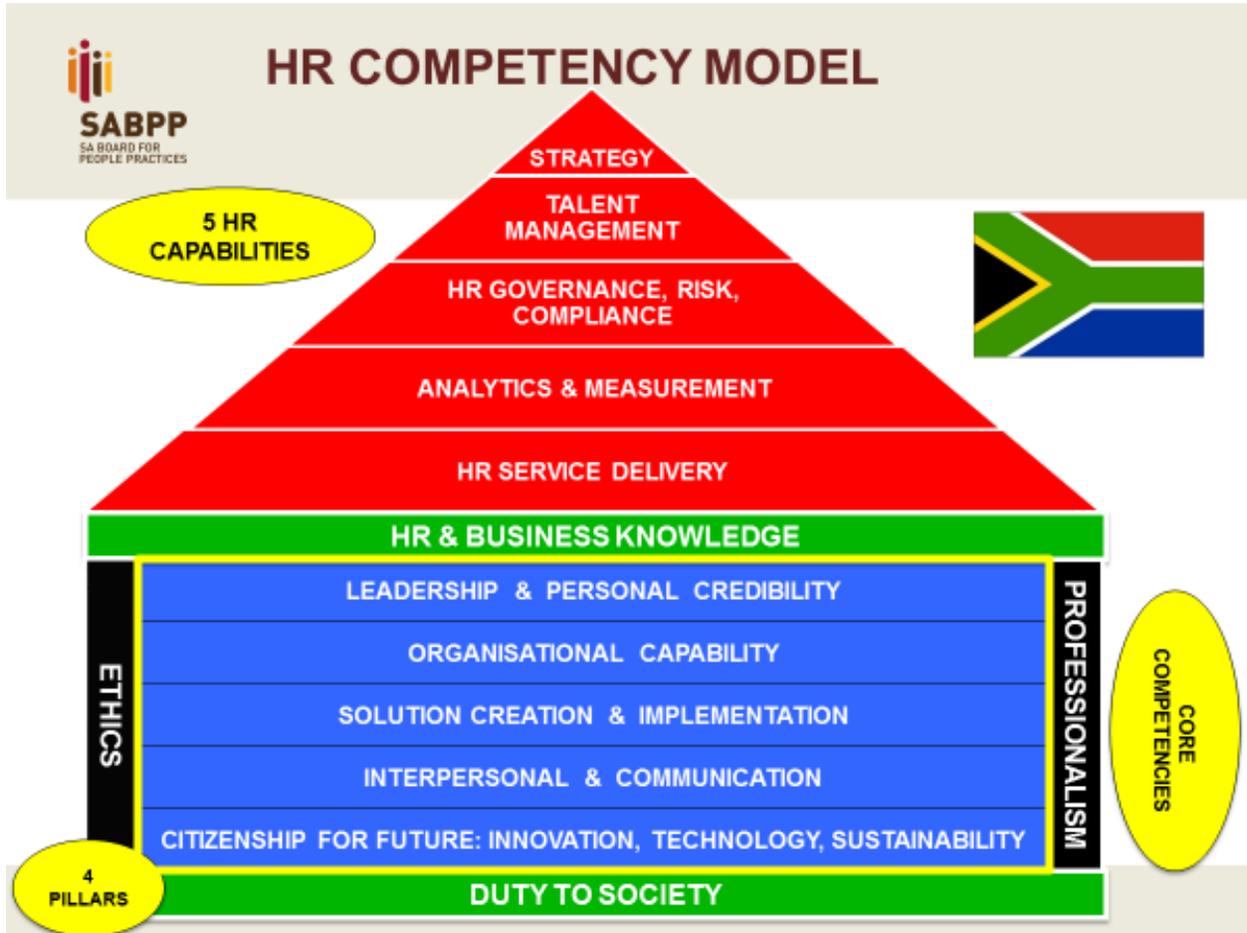
Where the decision of the Professional Registration Committee is to downgrade, the upload of member details to the SAQA National Learner Database Record and the details shown on the SABPP website register of members, will show the downgraded level from May each year in respect of members who have failed to comply with the CPD requirements.

Signed:

SABPP CEO

Date:

# APPENDIX 1 – SABPP COMPETENCY MODEL



## APPENDIX 2 - CPD CLAIM FORM



<b>CPD CLAIM FORM</b>
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YEAR ENDING 31 DECEMBER _____	REGISTRATION NUMBER _____
MEMBER SURNAME _____	MEMBER FIRST NAME _____
LEVEL OF REGISTRATION (HRT/HRA/HRP/CHRP/MHRP [please circle which is applicable])	
CPD 3 YEAR CYCLE COMMENCING:	
1/1/2017 Or Date of original registration, whichever is later: _____	
CLAIM FOR 2017:	
VERIFIABLE	NON-VERIFIABLE
Points claimed:	Points claimed:
CLAIM FOR 2018:	
VERIFIABLE	NON-VERIFIABLE
Points claimed:	Points claimed:
CLAIM FOR 2019:	
VERIFIABLE	NON-VERIFIABLE
Points claimed:	Points claimed:

If a request is made to carry forward points or for condonation of failure to meet minimum requirements, please motivate your request here:

I hereby confirm that the points claimed in this form represent genuine CPD activities during this year. I understand that this claim form may be drawn in a random sampling process for audit and I undertake to submit my evidence file timeously on request.

Signed:

Date: